



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Administrative Rules and Regulations - Agency Files

CUTOFF: Publication of final order of rulemaking in Missouri Register

DESCRIPTION: Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21515

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Agency Organizational Charts

CUTOFF: WSO

DESCRIPTION: Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21529

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Annual Report

CUTOFF: EOFY in which report is released

DESCRIPTION: A detailed explanation or description of the previous year's activity; may include mission, goals met/unmet, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. A copy will be sent to the Missouri State Archives.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21516

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Audiovisual Productions

CUTOFF: EOCY production is released

DESCRIPTION: Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Transfer to Missouri State Archives

SERIES #: 21518

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Conference, Seminar, and Workshop Sponsor Records

CUTOFF: EOFY in which Conference, etc. completed

DESCRIPTION: Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21541

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Emergency Preparedness Plans

CUTOFF: WSO

DESCRIPTION: Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21537

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Financial Interest Statement Records

CUTOFF: Separation from employment

DESCRIPTION: Agency documentation of filing of Personal Financial Disclosure Statement by covered employees with the State Ethics Commission per RSMo 105.483-492.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21540

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: General Correspondence - Elected Official and Department Director

CUTOFF: Completion of term of office or tenure

DESCRIPTION: Documents of a general nature that were created or received in the course of leading and managing the agency or department, which are not included in another records series. Examples of general correspondence are: (a) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; (b) daily, weekly, or monthly work assignments (including duty roster files) for agency staff; (c) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and (d) unpublished calendars of events and activities. Transfer to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21530

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: General Correspondence - Program Operations

CUTOFF: EOSFY

DESCRIPTION: Records of a general nature that were created or received in the course of administering the agency's programs, which are not included in another records series. Examples of administrative support documents are: (a) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; (b) daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); (c) daily, weekly, or monthly work assignments (including duty roster files) for agency staff; (d) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and (e) unpublished calendars of events and activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21531

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: General Correspondence - Transitory

CUTOFF: WSO

DESCRIPTION: Documents of short-term interest that have no documentary or evidentiary value, which are not included in another records series. Examples of transitory correspondence are: (a) routine requests for information or publications which require no administrative action, policy decision, or special compilation or research; (b) replies to routine requests as stated above; (c) letters of transmittal that do not add any information to that contained in the transmitted material; (d) quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charitable campaigns, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21532

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Interim Record Series for Non-Permanent Microfilm

CUTOFF: EOCY

DESCRIPTION: This record series will account for all reels of microfilm requiring more research as to what record series the film should be assigned to. This record series shall only be used to facilitate data migration to the new State of Missouri Agency Records Tracking (SMART) System

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22839

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Interim Record Series for Permanent Microfilm

CUTOFF: EOCY

DESCRIPTION: This record series will account for all reels of microfilm requiring more research as to what record series the film should be assigned to. This record series shall only be used to facilitate data migration to the new State of Missouri Agency Records Tracking (SMART) System

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 22840

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Internal Audits - Report

CUTOFF: WSO

DESCRIPTION: Audit reports and related documents generated through internal audits. These records contain significant documentation of value to historians. Audit records should be retained by the agency until their sensitivity has subsided, then they are transferred to the Missouri State Archives.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Transfer to Missouri State Archives

SERIES #: 21542

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Internal Audits - Work Papers

CUTOFF: Completion of Audit

DESCRIPTION: Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program, department or agency. Audits may assess effectiveness, economy, and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analyses, guidance, or summary information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21543

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Legislative Tracking Files

CUTOFF: EOFY in which legislative initiative is completed

DESCRIPTION: Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21528

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Mailing Lists

CUTOFF: EOSFY

DESCRIPTION: Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21538

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Minutes - Agency Staff/Committee Minutes

CUTOFF: EOSFY

DESCRIPTION: Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21527

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Minutes - Official State Committees, Commissions, Boards, and Councils

CUTOFF: EOSFY

DESCRIPTION: Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21525

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Minutes - Verbatim Recordings (Stenographic, Audio, or Video)

CUTOFF: Completion of transcription

DESCRIPTION: Recordings of meetings made exclusively for note-taking or transcription of official meetings or proceedings.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21526

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: News Releases

CUTOFF: EOCY in which released to media

DESCRIPTION: Records of information officially released to the media for dissemination to the public. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21519

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Photographs

CUTOFF: Completion of project or event

DESCRIPTION: Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Transfer to Missouri State Archives

SERIES #: 21520

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Policy and Planning Records

CUTOFF: EOFY in which superseded

DESCRIPTION: Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Transfer to Missouri State Archives

SERIES #: 21512

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Policy and Planning Supporting Documentation

CUTOFF: EOFY in which final version published

DESCRIPTION: Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21513

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Procedure Guidelines and Manuals

CUTOFF: EOFY in which superseded

DESCRIPTION: Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, and desk manuals. Record copy maintained by the issuing office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Transfer to Missouri State Archives

SERIES #: 21514

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Public Information Requests and Documentation

CUTOFF: EOSFY

DESCRIPTION: Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21524

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Public Meeting Notice

CUTOFF: EOSFY

DESCRIPTION: Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21523

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Publications

CUTOFF: EOCY in which material is printed and distribute

DESCRIPTION: Documents printed or otherwise produced for wide distribution inside or outside an agency. May include but is not limited to brochures, pamphlets, posters, books, handbooks, and maps. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21517

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Records Management Documentation - Agency Retention and Disposition Schedule

CUTOFF: Missouri State Records Commission approval o

DESCRIPTION: This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to RSMo 109. Copies. Originals in Records Management Division of the Office of the Secretary of State.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21533

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Records Management Documentation - Destruction Certificates

CUTOFF: EOFY in which final disposition of the subject re

DESCRIPTION: Documents that verify the destruction of records that have met their retention requirements. Copies. Originals in Records Management Division of the Office of the Secretary of State.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21535

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Records Management Documentation - Records Center Transmittals

CUTOFF: EOFY in which final disposition of the subject re

DESCRIPTION: Documentation of transfer of records to the State Records Center for storage. Copies. Originals in Records Management Division of the Office of the Secretary of State.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21534

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Records Management Documentation - Transfer Certificates

CUTOFF: Approval of transfer by all parties. Attach to Tran

DESCRIPTION: Documents that authorize and confirm the transfer of records that have met their retention requirements to the Missouri State Archives. Copies. Originals in Records Management Division of the Office of the Secretary of State.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21536

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Speeches - Elected Officials and Executive Level

CUTOFF: EOSFY

DESCRIPTION: Final copies of speeches given by an agency director, deputy director and division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. Includes recordings of the speech in any form, and any audio-visual content. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21521

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Speeches - Non-Executive Level

CUTOFF: EOSFY

DESCRIPTION: Final copies of speeches given by employees below the agency director, deputy director and division directors? level. Speeches concern program procedure, work activities, and related topics.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21522

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Visitors Logs

CUTOFF: EOSFY

DESCRIPTION: Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21539

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Budget Files

CUTOFF: EOSFY

DESCRIPTION: Financial status reports, financial/operating documentation, quarterly allotments, and allocations used in administration of an agency's budget. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21547

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Includes budget research, assorted reports and worksheets associated with budget planning, and estimated cost for a fiscal year of operations, personnel services, repair, and replacement. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21548

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Check Registers

CUTOFF: EOSFY

DESCRIPTION: Records in SAM II or other system, whether electronic or paper, that document account activity.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21557

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Current Earnings Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee, organized by administrative unit. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21550

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Employment Tax Records

CUTOFF: EOFFY

DESCRIPTION: Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21552

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Expense Accounts

CUTOFF: EOSFY

DESCRIPTION: Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21556

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Fiscal Notes - Agency Copy

CUTOFF: EOSFY

DESCRIPTION: Statement prepared by agency concerning impact of proposed legislation. Prepared pursuant to RSMo 23.140. Copies. Original at Committee on Legislative Research.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21545

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Fiscal Notes - Working Papers

CUTOFF: EOSFY

DESCRIPTION: Supporting documents of statement of fiscal impact prepared by agency on proposed legislation pursuant to RSMo 23.140.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21546

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Grant Files - Grantor Agency

CUTOFF: EOFY in which grant closes

DESCRIPTION: Records related to grants awarded by an agency. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied and final payments have been made.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21560

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Grant Files - Recipient

CUTOFF: EOFY in which grant closes

DESCRIPTION: Records related to the expenditure of funds received under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21559

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Payment Support Documentation

CUTOFF: EOSFY

DESCRIPTION: Original billing invoices, receipts, approval documentation, and any other documentation that supports a purchase.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21558

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Payroll

CUTOFF: EOSFY

DESCRIPTION: Hours to gross wage reports, time and attendance activity reports, payroll accounting adjustments, and related documents. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21549

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Payroll Requisition

CUTOFF: EOSFY

DESCRIPTION: Form requesting general revenue funds for meeting payroll obligations. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21551

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Revenue Transmittals--Agency Copies

CUTOFF: EOSFY

DESCRIPTION: Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21553

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: State Auditor Audit Reports

CUTOFF: Completion of Audit

DESCRIPTION: Agencies' copies of final reports prepared by the State Auditor. The report details and examines an agency's operations and performance. Original is maintained in the Missouri State Auditor's Office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21544

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: State Payment Requisition

CUTOFF: EOSFY

DESCRIPTION: Document recording vendor, purchase orders, encumbrance amount to be liquidated, payment made, check date, and vendor number.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21555

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Warrant Request or Requisition

CUTOFF: EOSFY

DESCRIPTION: Forms used to request payment from general revenue by state agencies to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21554

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Annual Delinquent Tax Check Report	CUTOFF: EOCY
DESCRIPTION: Report from the Department of Revenue listing tax filing status of all current employees. All state employees must be current with state taxes to be employed with the state of Missouri. RSMo 105.262. Checks are made annually for a 3-year period. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21576	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Employee Background Checks -- Not Hired	CUTOFF: EOFY in which background check completed
DESCRIPTION: Records related to the investigation of a job applicant's personal background that result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21575	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Employee Background Checks --Hired	CUTOFF: Separation from employment
DESCRIPTION: Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21574	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Employment Application - Hired	CUTOFF: Upon employment
DESCRIPTION: Completed employment application and resume of applicant hired by agency. Information may include applicant's name, address, position applied for, educational background, work experience and other related material.	RETENTION: Years: Months: Days: 5
NOTES:	DISPOSITION ACTION: Transfer original to personnel file
SERIES #: 21572	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Employment Application - Not Hired

CUTOFF: EOFY in which job is closed

DESCRIPTION: Completed employment application and resume of applicant not hired by agency. Information may include applicant's name, address, position applied for, educational background, work experience and other related material.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21573

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Grievance Files

CUTOFF: EOFY Grievance resolved

DESCRIPTION: Records documenting grievances filed against state agencies or employees. May include but not limited to original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21585

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: I-9 Files

CUTOFF: Separation from employment

DESCRIPTION: Includes I-9 and related documentation to confirm an employee's eligibility for legal employment in the United States. Must be filed separately from employee personnel files.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21570

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Incident Files - No Claim Filed

CUTOFF: EOSFY

DESCRIPTION: Records document employee or non-employee accident and injury incidents that occur in the workplace. Incidents may or may not result in a claim. Records may include but are not limited to incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21582

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Incident Files- Claim Filed**CUTOFF:** Filing of claim

DESCRIPTION: Records document employee or non-employee accident and injury incidents that occur in the workplace. If this is an employee, these records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. May also be referred to as Employee Medical Files. Transferred to claim file when closed.

RETENTION: Years: Months: Days: 30**NOTES:****DISPOSITION ACTION:** Transfer to appropriate file

SERIES #: 21581**SERIES STATUS:** Approved**APPROVAL DATE:**

08/02/2007

TITLE: Incident Files- Hazardous Exposure**CUTOFF:** Employee separation

DESCRIPTION: Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records must be maintained for 30 years from employee separation per 29 CFR 1910.1020.

RETENTION: Years: 30 Months: 0 Days: 0**NOTES:****DISPOSITION ACTION:** Destroy

SERIES #: 21583**SERIES STATUS:** Approved**APPROVAL DATE:**

08/02/2007

TITLE: Job Announcements**CUTOFF:** EOFY in which vacancy is filled or closed

DESCRIPTION: Announcements concerning job openings in state government. Information includes title of position, job description, salary or grade range, merit system classification, date, and instructions for application.

RETENTION: Years: 1 Months: 0 Days: 0**NOTES:****DISPOSITION ACTION:** Destroy

SERIES #: 21571**SERIES STATUS:** Approved**APPROVAL DATE:**

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Personnel Action Request (PAR)

CUTOFF: EOFY in which position is filled

DESCRIPTION: Official descriptions of vacant positions, responsibilities, qualifications, and pay ranges filed with human resources for the purpose of filling vacancy. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21578

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Personnel Files --Official Record

CUTOFF: Separation from employment

DESCRIPTION: Official documentation of employment history for state employees. Includes dates of hire, rehire, and reason for separation. May include but is not limited to application, resume, MERIT testing, personnel actions, evaluations, applications for insurance and benefits, and training records. At time of cutoff, personnel files may be replaced with an approved summary card which is retained in lieu of the original file. Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary, years of service, and all accumulated sick leave.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21568

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Personnel Files --Other

CUTOFF: Separation from employment

DESCRIPTION: Operational unit copy of personnel records.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21569

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Personnel Performance Planning and Appraisal Evaluations

CUTOFF: EOFY in which completed

DESCRIPTION: Records resulting from periodic assessment of employees' performance and planning for future performance.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21577

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Time and Attendance Files - Office Copy

CUTOFF: EOSFY

DESCRIPTION: Records related to timekeeping ? including timesheets, requests for leave, requests for compensatory time, leave balance reports, etc., and are maintained by the administrative assistant or supervisor of the division where the employee works.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21580

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Time and Attendance Files -Official Record

CUTOFF: EOSFY

DESCRIPTION: Records related to timekeeping and payroll ? including timesheets, requests for leave, requests for compensatory time, leave balance reports, etc. Frequently maintained by Human Resources section. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21579

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007

TITLE: Workers Compensation Claim Files

CUTOFF: Resolution of claim

DESCRIPTION: Records of Workers Compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Include incident files and other supporting documentation. Copies. Originals kept by the Office of Administration.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21584

SERIES STATUS: Approved

APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Audit Trail Files

CUTOFF: EOSFY

DESCRIPTION: Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21596

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Computer Job Schedules and Reports

CUTOFF: EOSFY

DESCRIPTION: Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21597

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Computer Operations and Maintenance

CUTOFF: LSAD

DESCRIPTION: Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21598

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Computer Output

CUTOFF: EOSFY

DESCRIPTION: Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21600

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Computer Utilization and Billing Reports

CUTOFF: EOSFY

DESCRIPTION: Records showing computer use by each division and any charges for space or time. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21601

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Data Documentation/Data Dictionary

CUTOFF: LSAD

DESCRIPTION: Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21602

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Hardware and Software Maintenance Records

CUTOFF: LSAD

DESCRIPTION: Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21603

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Operating System and Hardware Conversion Plans

CUTOFF: EOFY in which conversion successfully completed

DESCRIPTION: Records relating to the replacement of equipment or computer operating systems.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21599

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Program Source Code

CUTOFF: LSAD

DESCRIPTION: Automated program code which generates the machine-language instructions used to operate an automated information system.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21604

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Program Technical Documentation

CUTOFF: LSAD

DESCRIPTION: Copy of program code, flowcharts, maintenance log, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21605

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Project Planning Records - Implemented

CUTOFF: LSAD

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21606

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Project Planning Records - Not Implemented

CUTOFF: EOFY project cancelled

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21607

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: System Back-up Files

CUTOFF: Upon creation of back-up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: 0 Months: 0 Days: 28

NOTES:

DISPOSITION ACTION: Recycle

SERIES #: 21608

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: System Documentation

CUTOFF: LSAD

DESCRIPTION: User and operational guides, systems or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, input and output specifications, and documentation stating a system's purpose and objectives.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21609

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: System Management

CUTOFF: LSAD

DESCRIPTION: Logs, journals, reports, and other supporting paperwork required to operate, manage, and control computer systems.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21610

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: Resolution or dismissal

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21595

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Agency Counsel Legal Opinions

CUTOFF: WSO

DESCRIPTION: Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel. A copy will be sent to the Missouri State Archives..

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 21588

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Attorney General Legal Opinions

CUTOFF: Completion of incident or trial related to opinions

DESCRIPTION: Legal document prepared by the Attorney General of Missouri. Copies. Originals in Attorney General's Office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21587

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Bids - Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for state-funded projects or purchases.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21592

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Bids--Rejected

CUTOFF: EOFY in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals fro state-funded projects or purchases.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21593

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Contracts - Financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21590

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Contracts - Non-financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21591

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Legal Files

CUTOFF: EOFY in which project completed

DESCRIPTION: Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by agency counsel or retained legal counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21589

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Memoranda of Understanding or Agreement

CUTOFF: Expiration of Memorandum of Understanding

DESCRIPTION: Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21594

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Blueprints of State Owned Buildings	CUTOFF: Transfer of ownership or demolition of building
DESCRIPTION: Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building, and any capital improvements. Copies. Original blueprints maintained by Office of Administration per RSMo 8.340.	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Transfer to Missouri State Archives
SERIES #: 21567	APPROVAL DATE: 08/02/2007
TITLE: Equipment and Vehicle Use Records	CUTOFF: EOFY in which vehicle or equipment is surplus
DESCRIPTION: Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours, mileage, or clock hours. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21562	APPROVAL DATE: 08/02/2007
TITLE: Equipment Inventory	CUTOFF: WSO
DESCRIPTION: Listing of the agency's fixed assets, including but not limited to computers, furniture, or specialized equipment. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21563	APPROVAL DATE: 08/02/2007
TITLE: Equipment Maintenance and Repair Records	CUTOFF: EOFY in which equipment is surplused or destroyed
DESCRIPTION: Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 21565	APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Equipment Maintenance Contracts	CUTOFF: EOFY in which maintenance agreement expires
DESCRIPTION: Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.	RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21561	SERIES STATUS: Approved	APPROVAL DATE:	08/02/2007
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TITLE: Excess and Surplus Property Report	CUTOFF: EOSFY
DESCRIPTION: Documentation of excess and surplus property transferred to Surplus Property for disposal. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21564	SERIES STATUS: Approved	APPROVAL DATE:	08/02/2007
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TITLE: Lease and Rental Agreements	CUTOFF: EOFY in which lease expires
DESCRIPTION: Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.	RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 21566	SERIES STATUS: Approved	APPROVAL DATE:	08/02/2007
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